



# RFI Details

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34101-0000008916	RFI	RFx	1
Event Round	Version		
1	1		
Event Name	Armed Guard Services, Military Statewide		
Start Time	Finish Time		
02/06/2016 14:00:00 CST	02/19/2016 11:00:00 CST		

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:**  
**Contact:** Sharon Pope  
**Phone:** 615/741-9588  
**Email:** Sharon.Pope@tn.gov

## Event Description

This event is for a pre-bid conference for a five (5) year contract for Armed Guard Services for agency: Military Department.

Specifications and terms & conditions are attached.

Agency Contact: Crystal Lysinger at 615-313-0691.

READ THE ENTIRE EVENT, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

This is a notification for a pre-bid conference to be held on February 19, 2016 at 9am (CST) at Training Room  
Houston Barracks  
3041 Sidco Dr  
Nashville, TN

The purpose of this Pre Bid Conference Event/Source of Supply Event is for a five (5) year contract to provide: State of Tennessee, with products and/or services as described in the attached terms, conditions, specifications and price sheet.

If the Review and bid on this event link included in the e-mail notification does not work, please go to [http://state.tn.us/generalserv/cpo/for\\_bidders.html](http://state.tn.us/generalserv/cpo/for_bidders.html)  
Click on the link that says Bid Opportunities and log in with your vendor ID and password.

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link: <https://supplier.edison.tn.gov/> (Maintain supplier information)

Central Procurement Office Website: [www.tn.gov/generalserv/cpo](http://www.tn.gov/generalserv/cpo)

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to check the website frequently.

## Event Comments

- 2-16-2016 - UPDATE

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The only change to this event is Participants may call in for this pre-bid conference.

Call in number is 615-313-0549. Time is still 9:00 AM (CST).

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## RFI Details (cont.)

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### Factor Summary

Question	UOM	Best	Worst	Response
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All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary) Please be sure to include the following information:

List the Service Organization:

List the Service Organizations Address:

List the Area(s) in TN that the Service Organization will Service:

List the Service Organizations Phone Number:

List the Service Organizations Toll Free Number:

List the Service Organizations Pager or Cell Phone:

List the Service Organizations Fax Number:

List the Service Organizations Email Address:

List the Service Organizations Website:

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

#### Service Organization

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary)

Service Experience, Time in Business, Contracts.  
References must be for Armed Security Guard Contracts on-going or completed within the last two (2) years.

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the Description of Services. Please enter the information for three (3) comparable contracts on-going or completed within the last two (2) years.

Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.



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Bidder: PUBLIC EVENT DETAILS

Submit To:  
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Phone: 615/741-9588  
Email: Sharon.Pope@tn.gov

Required: Yes Mandatory ResponseNo

#### Response Comments

Associated Terms:

#### **Service Experience, Time in Business - Contracts**

A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested. A bidder must furnish satisfactory evidence of successful completion of comparable contracts for at least three customers within the past two years and any other evidence required and requested in order to establish evidence of its ability to provide services in accordance with the terms and conditions and specifications. Enter the length of time in business and evidence of completion of three comparable contracts in the space provided below.

Failure to provide at least three comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.

Please list the following for all licenses and permits required by federal and state law.

List the Type of License:  
Bidders Company TN Security Guard Armed Guard license number.

List the Name on the License

List the License Number

List the Expiration Date

Required: Yes Mandatory ResponseNo

#### Response Comments

Associated Terms:

#### **Licenses (Listings):**

A bidder must have all licenses and permits required by federal, state and local laws for performance of this contract. List the date and description of each in the space provided below.

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address



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List the Contract Administrator's Website  
Required:Yes Mandatory ResponseNo

#### Response Comments

Associated Terms:

#### **Vendor Contract Administrator**

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name  
List the Sub-Contractor's Address  
List the Sub-Contractor's Contact Person  
List the Sub-Contractor's Phone Number  
Required: Yes Mandatory ResponseNo

#### Response Comments

Associated Terms:

#### **Subcontracting**

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.



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Confirm below that you have completed this attached form by choosing, "Yes".

Required: Yes Mandatory Response Yes

Yes

#### Response Comments

Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory Response No

#### Response Comments

1) List the make/model, model year and mileage for five (5) vehicles that you are bidding.

2) List brand/model of weapons that you are bidding. Must match brand/model listed in specifications.

Required: Yes Mandatory Response No



## RFI Details (cont.)

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#### Response Comments

Please confirm you will be able to submit all required documents as listed below, if requested, within seven business (7) days of request:

- 1) Evidence of Bidders DOD Facility Clearance.
- 2) Evidence of Bidders Cage (Commercial and Government Entity) Code.
- 3) Guards names and Armed Guard License numbers. Minimum of thirty-nine (39).
- 4) Shift Leaders names and Armed Guard license numbers. Minimum of fifteen (15). Names must match the resumes and Letters of Intent.  
Required: Yes Mandatory ResponseNo

#### Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:

Required: Yes Mandatory ResponseNo

#### Response Comments

Associated Terms:

#### **Bid Offer Expiration**

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Yes



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Required: Yes Mandatory ResponseYes

#### Response Comments

1) Attach Resumes and signed Letters of Intent for Site Managers intended for placement at Berry Field, Houston Barracks, McGhee Tyson, Memphis Air and VTS-Smyrna. Minimum of five (5) experience. Minimum quantity five (5) and a maximum of ten (10) Resumes and Letters of Intent.

2) Attach evidence that each Site Manager has a Department of Defense (DOD) secret level security clearance or higher. Minimum quantity of five (5) and names must match the resumes and Letters of Intent.

Required: Yes Mandatory ResponseNo

#### Response Comments

1) Attach Resumes and signed Letters of Intent for Site Managers intended for placement at Berry Field, Houston Barracks, McGhee Tyson, Memphis Air and VTS-Smyrna. Minimum of three (3) years experience. Minimum quantity fifteen (15) and a maximum of thirty (30) Resumes and Letters of Intent.

Required: Yes Mandatory ResponseNo

#### Response Comments



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**Phone:** 615/741-9588  
**Email:** Sharon.Pope@tn.gov

### Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		



## RFI Details (cont.)

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## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the state's Supplier Portal or the information will be submitted in writing and mailed to one of the following addresses:

If the supplier is actively bidding but has not yet been awarded a purchase order or contract, please submit changes to the following address:

Tennessee Department of General Services  
Purchasing Division  
3rd Floor Tennessee Tower  
Nashville, TN 37243

If the supplier is currently doing business with the state please submit changes to the following address:

Department of Finance and Administration

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.
4. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that he/she is a legal citizen of the United States or Permanent Resident Alien and that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

Last Updated: 06/11/2009